



Colorado Department
of Public Health
and Environment

Performance Management Summary Form

Evaluation Period: 4/1/2005 thru 3/31/2006

Final Annual Rating: Level 0

Division: APCD Section/Unit: _____

Employee's Name: _____ Job Title: _____ Pos. No.: _____

Supervisor's Name: _____ Job Title: _____ Pos. No.: _____

Reviewer's Name: _____ Job Title: _____ Pos. No.: _____

Click on the check boxes to indicate completion.

Employee Supervisor Reviewer

Pre-Planning

- Reviewed PDQ and assured that it is a true reflection of the individual's job.
- Reviewed work unit goals and confirmed they are in alignment with CDPHE and division goals.

☐☐☐☐

Performance Planning - to be done with employee within 30 days of the evaluation period start date.

- Reviewed and discussed departmental and division goals and work unit plan.
- Identified and reviewed individual employee performance goals.
- Identified skills to be acquired/enhanced and the methods to obtain them.
- Reviewed plans with reviewer.
- Distributed copies of final signed plan to employee.

☐☐☐☐☐☐☐

Performance Progress Reviews (Progress review forms available on the department's intranet. A 6-month progress review is required.)

3 Month Review Date: _____ Employee Initials: _____ Supervisor Initials: _____

6 Month Review Date: 9/30/2005 Employee Initials: _____ Supervisor Initials: _____

9 Month Review Date: _____ Employee Initials: _____ Supervisor Initials: _____

Supervisor's Signature: _____ Date: _____

Reviewer (if appropriate) _____ Date: _____

Employee's Signature _____ Date: _____ ☐ agree ☐ disagree with the performance plan.

*If employee disagrees with the plan, s/he may attach a written explanation of the disagreement. If the employee refuses to sign the plan, the rater should so note and indicate the date on which the employee refused to sign on the line designated for employee signature.

Click on the check boxes to indicate completion.		Employee	Supervisor	Reviewer
Final Performance Review - to be done with employee. <ul style="list-style-type: none"> ➤ Supervisor met with employee to discuss performance before completing the final evaluation. ➤ Reviewed and discussed performance during the rating period, using evaluation tool(s) as basis for discussion. 		<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Performance Rating - to be done by the supervisor and appointing authority or designee and delivered to Human Resources by April 30 th . <ul style="list-style-type: none"> ➤ Determined overall performance rating. ➤ Reviewer reviewed evaluation. ➤ Gave final evaluation review to employee for signature. ➤ Distribute copies of final documents to employee and original to human resources. 		<input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/>
Annual Rating <input type="checkbox"/> Interim Rating: <input type="checkbox"/> Change in Supervisor, Exit: <input type="checkbox"/> Transfer, <input type="checkbox"/> Retirement, or <input type="checkbox"/> Promotion; or <input type="checkbox"/> Other <input type="checkbox"/> Separation				
Level	Overall Evaluation Rating			
<input type="checkbox"/> 4	This rating represents consistently exceptional and documented performance or consistently superior achievement beyond the regular assignment. Employees make exceptional contributions that have a significant and positive impact on the performance of the unit or the organization and may materially advance the mission of the organization. Employee provides a model for excellence and helps others to do their jobs better. Peers, immediate supervision, higher-level management and others can readily recognize such a level of performance.			
<input type="checkbox"/> 3	This rating level encompasses the accomplished performers who consistently exhibit the desired competencies effectively and independently while frequently exceeding expectations, standards, requirements, and objectives of the job assigned. Their work has a documented impact beyond the regular assignments and performance objectives that directly supports the mission of the organization.			
<input type="checkbox"/> 2	This rating level encompasses a range of expected performance. It includes those employees who exhibit competency in the work behaviors, skills, and assignments for the job as well as those employees who are successfully developing in the job. These employees are meeting all the expectations, standards, requirements, and objectives on their performance plan and, on occasion, may exceed them. This is the employee who reliably performs the job assigned.			
<input type="checkbox"/> 1	This rating level encompasses those employees whose performance does not consistently and independently meet expectations set forth in the performance plan as well as those employees whose performance is clearly unsatisfactory and consistently fails to meet requirements and expectations. Marginal performance requires substantial monitoring to achieve consistent completion of work, and requires more constant close supervision. These employees do not meet expectations they may be progressing satisfactorily toward a level 2 rating and need to demonstrate improvement in order to satisfy. A <u>corrective action</u> must be attached for an overall rating at Level I.			
Supervisor Signature: _____ Date: _____ Reviewer: _____ Date: _____ Employee's Signature: _____ Date: _____ <input type="checkbox"/> Agree <input type="checkbox"/> *Disagree with the rating.				
<small>*If employee disagrees with the evaluation, s/he may attach a written explanation of the disagreement. If the employee refuses to sign the evaluation, the rater should so note and indicate the date on which the employee refused to sign on the line designated for employee signature.</small>				

ACCOUNTABILITY: Employee's work behaviors demonstrate responsible personal and professional conduct, which contribute to the overall goals and missions of the Department.

Specific Elements (may specify using drop down list or define as needed):

- | | |
|---------|---------|
| • None | • None |
| • None | • None |
| • None | • Other |
| • Other | • Other |

Rating Narrative *(Describe how performance expectations were met including identifying noteworthy results, events and accomplishments.):*

COMMUNICATION: The employee effectively communicates by actively listening and sharing relevant information with co-workers, supervisor(s) and customers so as to anticipate problems and ensure the effectiveness of the department. Interacted with team members, internal and external customers respectfully, valued opinions and ideas from persons of different backgrounds and cultures.

Specific Elements (may specify using drop down list or define as needed):

- | | |
|---------|---------|
| • None | • None |
| • None | • None |
| • None | • Other |
| • Other | • Other |

Rating Narrative *(Describe how performance expectations were met including identifying noteworthy results, events and accomplishments.):*

JOB KNOWLEDGE: The employee is skilled in job-specific knowledge that is necessary to provide the appropriate quantity and quality of work in a timely and efficient manner.

Specific Elements (may specify using drop down list or define as needed):

- | | |
|---------|---------|
| • None | • None |
| • None | • None |
| • Other | • Other |
| • Other | • Other |

Rating Narrative *(Describe how performance expectations were met including identifying noteworthy results, events and accomplishments.):*

INTERPERSONAL SKILLS: The employee maintains smooth working relations by successfully interacting with others around him/her. The employee develops and maintains effective relationships, gains confidence and trust, considers and responds tactfully to the needs of others, takes personal responsibility for own words and actions, respects the opinions of others, etc.

Specific Elements (may specify using drop down list or define as needed):

- | | |
|---------|---------|
| • None | • None |
| • None | • None |
| • None | • Other |
| • Other | • Other |

Rating Narrative (*Describe how performance expectations were met including identifying noteworthy results, events and accomplishments.*):

CUSTOMER SERVICE: The employee works effectively with internal/external customers to satisfy service expectations. Takes into account differences in internal and external customers' circumstances and concerns in formulating decisions and effective solutions.

Specific Elements (may specify using drop down list or define as needed):

- | | |
|---------|---------|
| • None | • None |
| • None | • None |
| • None | • Other |
| • Other | • Other |

Rating Narrative (*Describe how performance expectations were met including identifying noteworthy results, events and accomplishments.*):

HUMAN RESOURCES PERFORMANCE MANAGEMENT (This Factor must be evaluated for all supervisory and management personnel.): Supervisors and managers use their skills to create and communicate work unit objectives that support CDPHE's strategic plan. In addition, values diversity by creating a work environment that encourages open communication, mutual trust, inclusion, and one in which employees are listened to regardless of position.

Specific Elements (may specify using drop down list or define as needed):

- | | |
|------------------|------------------|
| • Not applicable | • Not applicable |
| • Not applicable | • Not applicable |
| • Not applicable | • Other |
| • Other | • Other |

Rating Narrative (*Describe how performance expectations were met including identifying noteworthy results, events and accomplishments.*):

INDIVIDUAL PERFORMANCE GOAL (S) – Optional Worksheets

IPG including expected outcome:
Measurement Plan:
Rating Narrative <i>(Describe how performance expectations were met including identifying noteworthy results, events and accomplishments.)</i>
IPG including expected outcome:
Measurement Plan:
Rating Narrative <i>(Describe how performance expectations were met including identifying noteworthy results, events and accomplishments.)</i>
IPG including expected outcome:
Measurement Plan:
Rating Narrative <i>(Describe how performance expectations were met including identifying noteworthy results, events and accomplishments.)</i>

End of Fiscal Year Summary Section

Supervisor's Comments Section

Employee's Comments Section